



**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

13 JUN 27 P2:29

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DLNR-State Parks-Kauai
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 6/7/2013	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.
A valve on the Ke'e beach shower broke at 4pm on a Friday and there was no way to turn the water off. No staff was available until Monday morning.

4. Vendor/Contractor/Service Provider Name: Cushnie Construction	5. Amount of Request: \$ 1056.88
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
A worker replaced the defective valve so that the water could be turned off when not in use. The action saved water and money and provided service to the public.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
Vendor had completed other work at the site and was familiar with the facilities. Vendor was willing to respond quickly when others would not respond in the past and was able to dispatch a worker right when we called.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
AnaStasia Lytle	DLNR-SP	808-274-3447	anastasia.s.lytle@hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature

6/26/13

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's determination that the broken beach shower valve created a safety hazard to all users and decreased the water pressure i the restroom. The decreased water pressure in the restroom has, in the past, created backed-up/overflowing toilets, which resulted in a health hazard. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file. When processing payment to vendor the department shall attach a current compliant HCE certificate with the invoice for payment.

If there are any questions, please contact Wendy Ebisui at 586-0563, or
wendy.mo.ebisui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

7/8/2013
Date